

Recording Procedure

OP03 Issue 1.0

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1.0	N/A	17/06/22	First issue

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1.0 PURPOSE

This document aims to outline the procedure which must be followed by University of Liverpool Energy Company Limited (hereon referred to as ULEC) to ensure the site fulfils the requirements of its Environmental Permit conditions.

2.0 PROCEDURE OVERVIEW

The procedure document details the regular and ad-hoc record-making requirements required by ULEC in line with their complex bespoke environmental permit. It has been dissected into its component parts for ease of reference by site operatives. Conditions to be applied when site operatives follow the procedure are also indicated below.

3.0 SCOPE OF SITE RECORDS

ULEC shall proactively create records in line with environmental and processing aspects in accordance with the site's Environmental Permit conditions. All records shall be kept for a minimum of 6 years. The table below provides an overview of all areas covered within the scope of this schedule.

Table 1 - Records

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
1.1 Staffing & Visitors					
Site Diary	Names of operators and times of attendance on site	When any operator is on site	Primary Site Ops Lead	Site	Site
Site Diary	Names of visitors on site	When any visitor arrives onsite	Primary Site Ops Lead	Site	Site
Training	Staff training completed	On completion of any new or re-training	Head of Engineering and Maintenance Operations	Site	Site
1.2 Accidents & Incidents					
H&S formal recording documentation	Any accidents resulting in injury	As soon as possible following an injury	Maintenance and Engineering Hub Manager	Site	Site
Site Diary	Any incident of fire	As soon as possible following a fire	Maintenance and Engineering Hub Manager	Site	Site
Site Diary	Any incident of spillage	As soon as possible following a spillage	Maintenance and Engineering Hub Manager	Site	Site
Site Diary	Any incidents causing pollution to the environment, harm to	As soon as possible following a pollution incident	Carbon and Utilities Manager and Maintenance and	Site	Site

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
	human health or detriment to the amenities of the locality		Engineering Hub Manager		
Site Diary	Incidence of litter, dust, pest, odour and noise problems	Following detection of litter, dust, pest, odour and noise problems.	Maintenance and Engineering Hub Manager	Site	Site
1.3 Monitoring					
Internal systems and shared drives	Design, construction, inspection, maintenance and monitoring of pollution prevention methods	Ad-Hoc basis	Head of Engineering and Maintenance Operations	Site	Site
Internal systems and shared drives	Off-site environmental effects	Ad-Hoc basis	Carbon and Utilities Manager	Site	Site
Internal systems and shared drives	Failure records for pollution prevention methods	Ad-Hoc basis	Carbon and Utilities Manager	Site	Site
Energy shared drive	Emissions monitoring results	Daily	Carbon and Utilities Manager	BMS, TEM and DIA.NE	eSite
Energy Management System	Boiler operation hours	30 minutes	Primary Site Ops and Carbon and Utilities Manager	BMS	eSite
Energy Management System	Gas usage	Monthly	Carbon and Utilities Manager	eSite	eSite
Energy Management System	Water usage	Monthly	ADSM	eSite & ADSM Portal	eSite
Energy Management System	Electricity usage	Monthly	Carbon and Utilities Manager	eSite	eSite

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
1.4 Maintenance, Condition Checks, Faults & Breakdowns					
Site Diary	Maintenance checks	Ad-Hoc basis	Primary Site Ops Lead	Site	Site
Site Diary	Any machinery breakdown or failure	Ad-Hoc basis	Primary Site Ops Lead	Site	Site
Site Diary	Condition of site infrastructure and engineering	Ad-Hoc basis	Primary Site Ops Lead	Site	Site
1.5 Complaints					
Site Diary	Public	Ad-Hoc basis	Carbon and Utilities Manager	Site	Site

4.0 ROLES AND RESPONSIBILITIES

Site Operatives shall:

- Ensure required recording is conducted in line with this procedure.

Carbon and Utilities Manager shall:

- Be responsible for ensuring this procedure is upheld;
- Ensure site operatives are trained in their responsibilities;
- Ensure records are maintained.

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